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19 OCT 1967

MEMORANDUM FOR: Director of Research and Development

SUBJECT : ^{25X1A9a} Recommendation for Promotion -
[REDACTED]

25X1A9a

25X1A9a 1. [REDACTED] joined Office of Research and Development in June, 1967 and was assigned to the Administrative Office/ORD as a Clerk. In July, after an internal reorganization, he was made responsible for logistics support and travel for ORD. These two divergent areas were assigned to [REDACTED] in order to familiarize him with both the logistic problems in ORD and to also acquaint him with aspects of the duties required in assisting the ORD Finance Officer. His response to these requirements has been outstanding. He has accepted the new responsibilities and has displayed a great deal of initiative and tenacity in carrying out the duties and problems presented to him.

2. It is therefore recommended that [REDACTED] be promoted from GS-4 to GS-5 in order to more accurately reflect his responsibilities and capabilities.

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SIGNED
25X1A9a

[REDACTED]
Administrative Officer
Office of Research and Development

RECOMMEND APPROVAL:

SIGNED

Chairman, Special Panel, CSP

Oct 30, 1967
Date

APPROVAL:

SIGNED

Director of Research and Development

Nov 3, 1967
Date

Distribution:

- Original & 1 - Addressee
- ✓ 1 - CSP, Special Panel
- 1 - AO/ORD

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